What You Should Know About School Site Council

Schools are required to form SSCs when they receive categorical funding from the federal government.

California mandates that schools write a School Plan for Student Achievement to describe how any funds will be spent at school sites.

SSC must engage in continuous improvement process to evaluate the SPSA.

Meetings Must Be...
open to the public. Materials must also be available to the public, including budgets, etc.

Agenda Items & Voting
Council cannot act on any item that wasn't on posted agenda

Exception: If an action is needed and was not known at the time the agenda was posted, the SSC may, by unanimous vote, add the item on the agenda for action.

Voting can only occur with a quorum (1/2 the members + 1)

**Meeting Notification**
Post a meeting notice 72 hours in advance, specifying date, time and location, and agenda items.

Notice must be posted so that the public can see it. It may be posted on the school’s website.
**SSC Member Responsibilities**

**What are my responsibilities as a SSC member?**

- Regularly attend SSC meetings
- Become knowledgeable on State and local educational issues related to assessment, curriculum and instruction
- Communicate SSC business internally and externally
- May appoint committees to perform tasks to assist the council in developing, monitoring, or evaluating the SPSA
- Review district policies & LCAP
- Review meeting and operating procedures
- Develop annual meeting calendar
- Review bylaws annually

**What is the role of the principal?**

- The law is very clear that the principal or designee is an active, voting member of the SSC
- SSC attendance and responsibilities CAN be assigned to another designee.
- They have no administrative authority over the council
- The principal may not veto a decision of the council or make plans or budget changes without SSC approval

**What is the composition of a School Site Council?**

**Elementary**
- Parents: 5
- Teachers: 3
- School staff: 1
- Principal or designee: 1

**Secondary**
- Parents and students: 5
- Teachers: 3
- School staff: 1
- Principal or designee: 1

**Additionally:**

School staff is defined as:
- **Classified personnel** (e.g., clerical, instructional, custodial and food services staff)
- **Administrative personnel** (e.g., vice principals, certificated administrative assistants)
- **Certificated support staff** - not assigned as a classroom teacher of record (e.g., counselors, resource teachers)
- **Itinerant staff** (e.g., translators, nurse, psychologist)

Middle schools can follow either composition, depending on their bylaws.

Roles such as recorder, president, etc. should be defined in the SSC bylaws.

To find out about schools with less than 300 students, go to: [https://www.cde.ca.gov/fg/aa/co/ssc.asp](https://www.cde.ca.gov/fg/aa/co/ssc.asp)

Source: [https://www.cde.ca.gov/fg/aa/co/ssc.asp](https://www.cde.ca.gov/fg/aa/co/ssc.asp)